

COMMITTEE SECRETARY

Board of Appeals

SS-3

DEFINITION

Under general supervision of the Chairman, Board of Appeals, provides administrative and clerical support to the Board of Appeals.

ESSENTIAL FUNCTIONS

- Prepares agendas for Board meetings by reviewing applications and other items to be considered and consulting with Building Inspector, Town Planner and/or chairperson. Compiles, copies and distributes all agenda packet materials to Board members and appropriate town staff.
- Prepares and places advertisements of committee hearings, insuring that legal requirements concerning time limits and format are met.
- Prepares and distributes notices to all abutters for any application to be considered by the Board, insuring that legal requirements concerning time limits, format, and scope of abutters are met.
- Attends all meetings of Board of Appeals, takes minutes of proceedings and responds to questions of board members as requested.
- Prepares official minutes of Board hearings which are incorporated in decisions filed with the Town Clerk. Follows-up on Board directions as needed. Mails statutory notice of decisions after filing with Town Clerk.
- Responds to citizen requests for information by telephone and occasionally in person; conducts basic research to obtain information needed or refers to town staff for assistance. Provides information and forms to citizens for zoning variance appeals, special permits, etc.
- Uses word processing equipment and/or standard typewriters to type correspondence, memoranda, reports, forms, minutes, and other documents. Writes routine reports and correspondence as needed.
- Compiles data to assist in budget preparation for the Board; monitors expenses; collects funds and maintains related records for Board applications, etc.
- Maintains department files, setting up retrieval systems when necessary.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

- Knowledge of standard office procedures, practices, forms, and equipment.
- Ability to prepare routine to complex correspondence and reports.
- Ability to understand, learn interpret and explain statutes, bylaws, policies and procedures and to apply such guidelines appropriately to different situations.
- Ability to interact effectively and tactfully with a wide variety of individuals including members of the public, outside professionals and other department staff.
- Ability to communicate clearly and concisely with others, both verbally and in writing.
- Ability to perform detailed work accurately and efficiently within strict deadlines.
- Ability to take and prepare accurate minutes of hearings, utilizing stenography.

Education and Experience

Duties require knowledge of office administration, secretarial practices, and word processing equivalent to two years of college and 2-3 years of related experience.

SUPERVISORY RESPONSIBILITY

None

PHYSICAL ELEMENTS

- Standard office or home environment, subject to normal variations in temperature, noise, etc.
- May spend extended periods on telephone, at typewriter or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Requires attendance at evening meetings as scheduled.